

# First Aid Needs Assessment Template

The Responsible Person for the business (or consultant) should review business operations and complete a First Aid Needs Assessment. Additional copies can be downloaded from the Additional Resources area of the website.

In general catering businesses are considered to be medium risk. If, however, the business' own risk assessment shows it to be high risk then the needs assessment will have to be amended to reflect the higher risk category.

There are blank sections in the template to allow different operating circumstances to be added (first column) and any additional measures to be noted (last column). In addition, further information can be added in the available sections below the pre-filled ones.

It will be important to make sure that the first aid provision and first aid training given match the injuries most likely to occur (which can be identified through review of accident reports and the sectoral information previously provided).

If there are any members of staff falling within the higher risk groups e.g., young workers, expectant mothers, or those with disabilities then additional first aid provision must be considered.

The first aid provision should be reviewed if the business grows, adds new equipment, or changes staffing. In addition, it should be reviewed yearly and signed off as meeting business requirements by the Responsible Person.

**First aid needs assessment for..... (Business name)**

**Risk level - Medium.**

A typical medium risk catering business will have some low level and some higher-level hazards. For example, cleaning chemicals will be used, various types of machinery such as slicers and coffee machines will be in use; there will be some manual handling, temporary electrical supplies may be used and there may be a risk of slips and trips.

Staffing	Yes/ No	First Aid Provision Needed	Additional Requirements/ Comments
There are less than 5 staff at any location		Small first aid box at each location and appointed person to ensure that first aid supplies are maintained.	
There are between 5 and 50 staff at any location		At least one trained first aider. Medium first aid kit supplied with materials suitable for the type of injuries likely to occur.	
There are more than 50 staff		One first aider for every 50 staff. Large first aid box	
There are higher risk staff employed e.g. the young, disabled, or vulnerable		Trained first aider.  Need for additional first aid equipment considered.	
There are multiple mobile units		First aid box provided for each unit. Means of communication available e.g., mobile phone or radio.	
There are lone or remote workers		First aid box provided for each worker/unit. Means of communication e.g., mobile phone provided.	

Staffing	Yes/ No	First Aid Provision Needed	Additional Requirements/ Comments

Responsible Person: \_\_\_\_\_

Date of assessment: \_\_\_\_\_

Latest review date: \_\_\_\_\_



Scan the QR code or visit [ncass.org.uk/safetymanagementsystem](https://ncass.org.uk/safetymanagementsystem) for additional resources.